

# VACANCY ANNOUNCEMENT

**SOLICITATION NUMBER:** USAID/Jordan-EXO-15-001

**OPEN TO:** All interested candidates

**POSITION:** Jordan Deputy Mission Director I Secretary  
Director's Office

**OPENING DATE:** April 23, 2015

**CLOSING DATE:** May 06, 2015

**WORK HOURS:** 40 hours/week

**SALARY:** (JD9,998 – JD16,498)  
Position Grade Level 07

**PLACE OF PERFORMANCE:** Amman, Jordan

USAID/Jordan has an immediate vacancy for Jordan Deputy Mission Director I Secretary position at the Director's Office. This is a Personal Services Contract (PSC) position, grade FSN-07. The work schedule is 40 hours per week. The salary level of the selected candidate will be determined based on meeting the required qualifications and documented previous salary history. The qualified selected candidate may be employed at a trainee level until reaching the position's full performance level.

Applicants who do not meet the minimum number of years of experience may also be considered only after it is determined that there are no other qualified candidates. Should such an applicant be chosen for the position, the starting salary will be set at a trainee level. Trainee-level appointments will require the employee to work for a certain period of time before the employee is eligible for the FSN-07 level. USAID/Jordan may select more than one candidate with this solicitation.

## **Basic Function:**

The Jordan Deputy Mission Director I Secretary is responsible for performing administrative and non-technical sensitive nature duties, covering a variety of administrative, secretarial support activities for the Jordan Deputy Mission Director I with administrative activities including maintaining the calendar, providing support to other offices when needed, preparation of routine correspondence, presentations, reports, schedules, briefing materials, and special projects assistance. The incumbent reports to the Executive Assistant and serves as a backup for the Executive Assistant and Deputy Mission Director-II Secretary.

## **Major Responsibilities:**

### **Administrative and Secretarial Support:**

The incumbent serves as the secretary for the Jordan Deputy Mission Director I; independently performs work of a sensitive nature covering a variety of administrative duties, such as liaison with the Mission's technical and support offices; organizes, requests and coordinates preparation of briefing materials from office directors and other staff; makes priority judgments about meetings on important program and support issues.

The incumbent maintains the Jordan Deputy Mission Director I calendar, schedules meetings with internal and external contacts such as; host government and Donor Officials. Liaises and coordinates closely with concerned parties in obtaining necessary information/documentation for scheduled meetings.

The incumbent receives and screens visitors for the Jordan Deputy Mission Director I, submits necessary access requests in advance, liaises with Regional Security Office on VIP visitors, escorts visitors, and alerts meeting participants upon visitor's arrival. Screens and directs telephone calls as appropriate, provides callers and visitors with information of a general nature, and disseminates routine information.

The incumbent reviews correspondence and reports on format, spelling, grammar and punctuation accuracy, corrects errors and deficiencies, and ensures timely tracking and response for correspondence, reports, presentations, spreadsheets, and other documents.

The incumbent distributes incoming and outgoing correspondence for the Jordan Deputy Mission Director I, attaching pertinent background materials as necessary. Reviews and manages the incoming and outgoing flow of correspondence, official mail, and disseminates it properly to needed Mission staff. The incumbent reviews and tracks outgoing correspondence.

The incumbent coordinates travel arrangements for the Jordan Deputy Mission Director I, as needed in coordination with the USAID travel assistant, motor pool, and other relevant offices. Prepares travel requests and submits vouchers for the Jordan Deputy Mission Director I, and other documents related to their travel.

S/he composes non-technical correspondences, prepares and assembles information from various reports, briefings, and meetings for the Jordan Deputy Mission Director I. Provides translation and interpretation services of non-technical and short technical material into English or from English into Arabic. Serves as note-taker at selected meetings, formats notes appropriately to share with Mission staff, and provides records for the files.

The incumbent maintains professional working relations with other Mission and Embassy offices and technical teams. Serves as timekeeper for the Jordan Deputy Mission Director I; collects, reviews, and enters timesheets into the Time & Attendance

system. Maintains adequate stocks of office supplies; requisitions supplies and/or any services for the Jordan Deputy Director Office.

The incumbent supports the Jordan Deputy Mission Director I in utilizing USAID electronic systems such as electronic country clearances, e-services and e-learning, liaises with Mission Executive Office and Financial Management staff to troubleshoot these systems, and ensures compliance with Mission administrative and financial management procedures.

The incumbent organizes and maintains the Jordan Deputy Director I files in accordance with the Automated Directive System (ADS). The incumbent supports the Jordan Deputy Mission Director I in maintaining working files and contacts.

The incumbent serves as secretary to the Resident Legal Officer (RLO), by performing a number of administrative tasks for the RLO including: scheduling appointment, organizing meetings, drafting official cables and diplomatic notes, and maintaining calendars. S/he keeps Mission personnel informed on the travel status of the Legal Advisor; provides details regarding his/her expected return to post, and phone numbers for reaching him/her at other locations; and keeps in touch with the RLO when the RLO is on travel either by fax, e-mail or phone.

The incumbent assumes full responsibility as the Mission Director's Executive Assistant during absences, provides full Front Office coverage including: managing calendars, scheduling meetings, escorting visitors, arranging travel, and preparing correspondence. The incumbent provides needed administrative assistance support throughout the Mission upon flexibility of schedule and urgency of support. The incumbent serves on special projects assigned by the Jordan Deputy Mission I Director.

### **Minimum Qualification Criteria:**

In order to qualify for the position above, the applicant must meet all of the following criteria, clearly demonstrated in the curriculum vitae (CV) and/or cover letter. Applicants must address each criterion with specific and comprehensive information supporting each item. If the application submission fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information.

#### **Qualification Criteria:**

1. Completion of secondary school is required. AND at least one of the following is required:
  - a. Certificate of completion in an Office Management Training Program (minimum nine months program) OR
  - b. Certificate of completion in an Executive Secretarial Program (minimum nine months program) OR
  - c. Completion of a university degree.

**Supporting documentation (i.e. a copy of certificates and/or degree) must be included in the application for eligibility purposes.**

2. Three years of office management with administrative and secretarial experience is required. At least one year of experience with an International organization is required.
3. Level IV in both written and spoken English and Arabic is required. At Level IV an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning. English proficiency will be tested. A score of 785 on the TOEIC exam (Listening & Reading components only) or 590 is for the TOEFL ITP exam or 96 for the TOEFL iBT are acceptable. Examination scores have to have been recorded within the last six months; or the candidate will be tested again.
4. Skills & Abilities:
  - a) Must have demonstrated experience in preparing correspondence, spreadsheets, reports, and presentations.
  - b) Must have demonstrated skills in operating office equipment, including fax machines, scanners, and copiers.
  - c) Must have demonstrated strong computer skills in specialized software, including Windows 7, the Microsoft Office Suite and data analysis tools. Must have demonstrated ability to navigate and research the Internet.
  - d) Must have demonstrated ability to manage an office, exercise discretion work within a team, multi-task, perform under pressure, and produce accurate documents.
  - e) Must have demonstrated ability to use sound judgment to prioritize competing demands for the time of a high ranking official, make quick decisions to resolve conflicting requirements, and exercise discretion given the high level of responsibility and trust.
  - f) Must have demonstrated organization, proof-reading, translation and interpretation skills.

#### Selection Process:

Applications will be initially screened for eligibility in accordance with the qualification criteria above. Applicants must address each criterion in their application in order to meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification criteria will be given an English test. Applicants with passing marks will be given a technical test. The technical test will be on any of the criteria previously mentioned and top-ranked applicants with passing marks will be invited for an interview. Testing and interviewing will be conducted in Amman, Jordan. USAID will screen for nepotism/conflict of interest in determining successful candidacy. Employees

must have completed 52 weeks of employment in their current position before being eligible to apply. Interested applicants for this position should submit the below listed forms electronically to:

Email: [usaidemployment@state.gov](mailto:usaidemployment@state.gov)

- A. Complete Universal Application for Employment (DS-0174); plus
- B. A current resume or curriculum vitae; plus
- C. Any other documentation (e.g., certificates, awards, copies of degrees earned) that address the qualification criteria of the position as listed above. All documentation must be translated into English.

Note: Application forms can be accessed from the Embassy web site:

[http://jordan.usembassy.gov/job\\_opportunities.html](http://jordan.usembassy.gov/job_opportunities.html)

### **Benefits and Allowances:**

As a matter of policy, and as appropriate, a Foreign Service Personal Service Contract holder is normally authorized the following benefits and allowances:

- Transportation & Miscellaneous Allowances
- 13<sup>th</sup> & 14<sup>th</sup> Month Bonuses
- Jordanian Social Security
- Mission Provident Fund Program
- Medical Insurance (Employee & Family)
- Life Insurance (Employee only)

### **Point of Contact:**

Point of Contact: Questions may be directed to the Human Resources office, USAID/Jordan, Tel: 5906000 ext. 6605/6673.